

HOW DO I REGISTER FOR SUMMERSCAPE?

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- 1) If you are not pre-registered for SummerScape, you can call the Parks & Recreation office to register your child(ren) and or do so on-line.
- 2) The one time per child (non-refundable) fee of \$20/prior to June 1st - \$25 after June 1st must be paid at time of registration. Please be sure all your emergency, medical and e-mail is current. Once this is paid, you will be on the roster and will receive any and all updates via e-mail.
- 3) Once you have registered you will be added to a roster for SummerScape and all contact and medical information will be available on site.
- 4) We do not keep any credit card information on file. It is destroyed once it has been run for a transaction; therefore, you must submit your credit card (MasterCard or Visa, Discover) information each time you make payment with a credit card.

HOW DOES SIGN IN AND PAYMENT WORK?

- 1) DROP-IN, You can drop-in on Monday, Tuesday, Thursday or Friday from 9AM to 9:15AM at the program site. Wednesday is field trip day. Drop in fee of \$30/day applies to anyone registering day of whether it is on site or by calling office.
YOU MUST PRE-REGISTER FOR THE DAY & FIELD TRIP TO ASSURE A SPOT.
- 2) BEFORE CARE, if you need Before Care, you MUST be pre-paid for that day including the Before Care cost. **THERE IS NO DROP-IN FOR BEFORE CARE;** you must make payment arrangements at least one day prior to needing Before Care. You can call us at our office each day until 4PM (Fridays until 12PM) to pre-pay for Before Care.
- 3) AFTER CARE, You can drop-in to After Care on each day by paying the fee during the sign in hours of 9AM to 9:15AM. You can always pay by calling our office prior to the needed time each day.
- 4) FIELD TRIPS, Field Trips are each Wednesday. The **entire** program travels off site to a fun location; therefore, if you do not go on the Field Trip, there is no care available at the School. Field Trip slips are due by 4PM on Monday each week in order to be guaranteed a spot on the field trip. We may allow additional registrants on Tuesday only if space permits. Note that you must pay the SummerScape fee for the day and the Field Trip fee in order to be considered registered for the field trip. There are no refunds.

General Information:

1) FORMS, All forms are available on our website. Most can be faxed to 978-664-8061 and payments can be phoned into our office.

2) PAYMENTS, We accept cash, check (payable to NR Parks & Recreation) and MasterCard, Discover and Visa.

3) HOURS,

Town Hall Office: Monday ~ Thursday, 8AM to 4PM, Friday, 8AM to 1PM.

SummerScape Program: Before Care 7:30AM to 9:00AM, Regular Care 9:00AM to 3:00PM, After Care, 3:00PM to 5:30PM.

4) REFUNDS, **THERE ARE NO REFUNDS/CREDITS OR TRANSFERS.**

Since our program is extremely flexible and affordable with walk in availability, we offer no refunds, transfers or credits.

5.) CHECK IN/SIGN OUT; please respect our procedures that requires participants to check in at front desk and requires guardian to sign out at end of day. If you drop off later than 9:15AM, or need to sign out prior to 3PM, you must find the Director or a STAFF member to check-in/sign out.

6) PICK UP PERMISSION; if it isn't a parent doing the SIGN OUT, AN AUTHORIZATION FOR PICK-UP form must be submitted prior to the pick up. Person picking up should expect to show identification if they are not known to staff.